

STATEMENT OF WORK #6
 by and between
EdTec Inc. and East Bay Innovation Academy

Reference:	Master Services Agreement dated April 22, 2013, by and between EdTec Inc. (“EdTec”) and East Bay Innovation Academy (“Client”).
Term:	July 1, 2021 through June 30, 2022 (the “Initial Term”). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a “Renewal Term”). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	<p>EdTec will provide the following consulting services to Client during the Term:</p> <p>CALPADS Support to Include:</p> <ul style="list-style-type: none"> • CALPADS project management, including: <ul style="list-style-type: none"> ○ Establishing timelines and milestones ○ Tracking important system changes and announcements ○ Communicating progress and areas of need to appropriate school officials • Provide instruction on data elements for staff to collect • Training and documentation on data entry into student information system, CALPADS system, or file templates as appropriate • Generate files and assist schools in resolving missing/conflicting data in student information system • Upload files and assist schools in resolving missing/conflicting data in CALPADS • Review of key performance indicators, red flags, and possible implications of certified data • Complete all CALPADS submissions for Client to review and certify <p><i>*for additional scope details please refer to Appendix I</i></p> <p>PowerSchool Support to Include:</p> <p>Core Service Bundle</p> <ul style="list-style-type: none"> • Beginning-of-year system setup and configuration • Beginning-of-year scheduling assistance and support • Local attendance reporting and compliance setup • Grading setup support, including assistance with: <ul style="list-style-type: none"> ○ Setting up grading terms ○ Modifying grading scales ○ GPA calculations • PowerTeacher Gradebook training and setup • Report card and progress report setup and support

	<ul style="list-style-type: none"> ○ Traditional-based grading only ● Basic report, form letter, and mailing label setup and support ● End-of-year rollover and closeout <p>PowerSchool Helpdesk and Training</p> <ul style="list-style-type: none"> ● PowerSchool administrative support and troubleshooting ● PowerSchool ad-hoc training around Core Service Bundle ● PowerTeacher and gradebook support ● Three (3) included trainer-led workshops around Core Service Bundle topics. Topics to be determined by school. <p>*Client to provide EdTec with access to its PowerSchool student information system application.</p>
<p>Excluded Services:</p>	<p>Any PowerSchool services that fall outside the scope of the above services are available to schools on an hourly billable basis (see Compensation section below for pricing). These services may include, but are not limited to:</p> <ul style="list-style-type: none"> ● PowerSchool interface customizations ● Advanced report building (Object Report and ReportWorks) ● Roster provisioning for third-party systems such as assessment systems, behavioral management systems, and auto-dialer systems <p>Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing.</p>
<p>Compensation:</p>	<ul style="list-style-type: none"> ▪ CALPADS Support, PowerSchool Core Service Bundle, and PowerSchool Helpdesk and Training: <ul style="list-style-type: none"> ○ Annual fixed fee of \$13,500 payable in equal monthly installments during the course of the Term. ▪ Any work requested by Client beyond the scope of this Statement of Work is billable at the then-current discounted hourly fee schedule for back-office clients, currently \$150/hour, and will not be performed without prior approval of Client. ▪ Actual travel costs and out of pocket expenses will be billed to Client and unproductive travel time is billed at ½ of the applicable hourly rate. ▪ <u>Fee Increases:</u> EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable. ▪ Payment terms are net thirty (30) days from receipt of EdTec’s invoices, which shall be issued monthly and upon completion of the services. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty (30) days past due.
<p>School Obligations:</p>	<p>Client CALPADS responsibilities include:</p> <ul style="list-style-type: none"> ▪ Collecting student, course, and staff data

	<ul style="list-style-type: none"> ▪ Inputting data into student information system, file templates, or CALPADS system as appropriate following training/instructions and schedule provided by EdTec ▪ Resolving data discrepancies that cannot be resolved by EdTec ▪ Resolving anomalies with other LEAs ▪ Certifying completed submissions after EdTec completes submission process <p>Client shall provide EdTec with access to Client's instance and/or equipment upon which applicable software programs are loaded or operating as reasonably necessary to permit EdTec to perform its obligations under this SOW.</p> <p>In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, to cooperate reasonably with EdTec, and to timely complete all tasks assigned to Client pursuant to the mutually agreed project plans developed at the outset of the project(s).</p>
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Termination:	This Statement of Work may only be terminated for material breach, with cause, after written notice, with full payment of work completed and a thirty (30) day opportunity to cure. EdTec may also terminate this Statement of Work at any time without liability in the event Client violates any of the School Obligations above.
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<p>EdTEC INC.</p> <p>By: _____</p> <p>Name: Steve Campo</p> <p>Title: President & CEO</p> <p>Date: _____</p> <p>1410A 62nd Street Emeryville, CA 94608 Fax: 510.663.3503</p>	<p>EAST BAY INNOVATION ACADEMY</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Address: _____ _____</p> <p>Email: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>
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APPENDIX I: Comprehensive CALPADS Service Scope		
Task Description	EdTec Responsibilities	School Responsibilities
A. Fall 1 Submission (October - January)		
Data Review and Reconciliation	<ul style="list-style-type: none"> -Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review Fall 1 required data in School's SIS and identify missing/inaccurate data -Review of CALPADS Fall 1 setup in School's SIS (race/ethnicity, exit code mappings) -Train staff how to review Fall 1 certification reports and resolve fatal errors 	<ul style="list-style-type: none"> -Populate School's SIS with all Fall 1 required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify Fall 1 snapshot reports and make corrections, as needed
Student Enrollment Submission	<ul style="list-style-type: none"> -Mass request SSIDs and update student enrollments through an SENR submission -Generate and troubleshoot SENR extracts -Train school how to manually generate single SSIDs in CALPADS for new students enrolling throughout the school year 	<ul style="list-style-type: none"> -Enter required student demographic information into School's SIS -Follow up with other districts/schools to resolve CCE and MID anomalies
Student Information Submission	<ul style="list-style-type: none"> -Generate, upload and troubleshoot SINP extracts -Generate, upload and troubleshoot SELA extracts 	<ul style="list-style-type: none"> -Ensure English Language Learner Information in School's SIS is up-to-date and accurate
Student Programs Submission	<ul style="list-style-type: none"> -Review student program records in School's SIS for completeness. Add student program records, if necessary -Generate, upload and troubleshoot SPRG extracts 	<ul style="list-style-type: none"> -Enter lunch eligible (free and reduced), foster youth and special education records into School's SIS
B. Fall 2 Submission (October - March)		
Data Review and Reconciliation	<ul style="list-style-type: none"> -Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review State required data in School's SIS and identify missing/inaccurate data -Review of CALPADS Fall 2 setup in School's SIS -Train staff how to review Fall 2 certification reports and resolve fatal errors 	<ul style="list-style-type: none"> -Populate School's SIS with all Fall 2 required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify Fall 2 snapshot reports and make corrections, as needed
Staff Demographics Submission	<ul style="list-style-type: none"> -Generate reports that identify missing or inaccurate staff demographic data -Provide guidance on data requirements for staff demographic records -Provide guidance on obtaining SEID numbers for credentialed staff 	<ul style="list-style-type: none"> -Request Statewide Educator ID (SEID) numbers for certificated staff -Enter staff demographic data and fix any error identified by EdTec
Staff Assignments Submission	<ul style="list-style-type: none"> -Update school-provided Staff Assignment data into School's SIS, as needed -Provide guidance on data requirements for staff assignment records -Generate, upload and troubleshoot SASS extract(s) 	<ul style="list-style-type: none"> -Enter staff assignments records in the staff assignments into School's SIS
Course Sections Submission	<ul style="list-style-type: none"> -Update school-provided Course/Section data into School's SIS -Generate, upload and troubleshoot CRSE extract(s) 	<ul style="list-style-type: none"> -Enter required course and section information in School's SIS
Student Course Sections Submission	<ul style="list-style-type: none"> -Generate, upload and troubleshoot SCSE extracts 	<ul style="list-style-type: none"> -Ensure student schedules are up-to-date and accurate through Census Day
C. End-of-Year Submission (May - August)		
Data Review and Reconciliation	<ul style="list-style-type: none"> -Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review State required data in School's SIS and identify missing/inaccurate data -Review of CALPADS EOY setup in School's SIS (discipline codes, program codes) -Train staff how to review EOY certification reports and resolve fatal errors 	<ul style="list-style-type: none"> -Populate School's SIS with all EOY required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify End-of-Year certification snapshot reports and make corrections, as needed
Student Enrollment Update Submission	<ul style="list-style-type: none"> -Generate and submit SENR and SINP extracts for all changes since the Fall 1 Submission 	<ul style="list-style-type: none"> -Populate School's SIS with required student demographic information for students since the last enrollment update -Verify completers and graduates along with all associated data elements
End-of-Year Program Submission	<ul style="list-style-type: none"> -Submit and troubleshoot the End-of-Year program submission (SPRG) -Provide guidance on data requirements for additional program records 	<ul style="list-style-type: none"> -Enter student End-of-Year student program records into School's SIS
End-of-Year Discipline and Attendance Submission	<ul style="list-style-type: none"> -Submit and troubleshoot the End-of-Year Discipline submission (SDIS) -Submit and troubleshoot the End-of-Year Attendance submission (STAS) -Provide guidance on data requirements and process for adding discipline records in School's SIS 	<ul style="list-style-type: none"> -Enter student discipline information into School's SIS -Enter all absences for the reporting year into School's SIS
End-of-Year Course Completion Submission	<ul style="list-style-type: none"> -Submit and troubleshoot the End-of-Year Course Completion submission (CRSC and SCSC) 	<ul style="list-style-type: none"> -Confirm all term grades have been entered into School's SIS for Grades 7-12
D. Anomaly Resolution (Year-long, as needed)		
Anomaly Resolution Support	<ul style="list-style-type: none"> -Assist school with identifying and fixing CCE, MID and ERD anomalies in CALPADS and School's SIS -Provide schools with CALPADS contact info for other LEAs 	<ul style="list-style-type: none"> -Follow up with other LEAs to resolve anomalies

*This proposal does not include data remediation services. If it is determined that the initial data quality and set up requires significant intervention by EdTec, a separate scope of work for data remediation services may be required.